

WASHINGTON STATE DEPARTMENT OF ECOLOGY  
**SOLID WASTE ADVISORY COMMITTEE**

RULES OF PROCEDURE

WE, THE MEMBERS of Washington's statewide Solid Waste Advisory Committee, created pursuant to Section 70.95.040 of the Revised Code of Washington, do hereby declare and adopt the following Rules of Procedure:

ARTICLE 1 – NAME

The official name of this Committee shall be the Solid Waste Advisory Committee (SWAC). The word "Committee" or acronym "SWAC" shall mean the Solid Waste Advisory Committee, whenever used in the text of these rules.

ARTICLE 2 – ROLE

The purpose and intent of the SWAC is to provide advice to the State of Washington Department of Ecology (Ecology) about policy issues related to the management of solid waste. The SWAC shall also recommend to the governor, a recipient for a "governor's award of excellence" for outstanding achievement in solid waste management by an industry, company, or individual.

ARTICLE 3 – FUNCTIONS AND DUTIES

The Committee shall perform the following major functions:

1. Serve as an advisor to Ecology, in order to promote the orderly management of solid waste within the state.
2. Review and make recommendations about policy-level issues and questions.
3. Review/analyze work, and discuss proposed regulations, projects, and state plans.
4. Provide information to constituent groups about Ecology's activities.
5. Assist Ecology in identifying potential new policy issues.
6. Form ad hoc committees, from within as well as from outside the SWAC Membership, to study specific problems or projects and make recommendations for action.

ARTICLE 4 - MEMBERSHIP

The SWAC will be comprised of persons appointed by the Director of Ecology. Those persons will represent the interests of the public, local government, agriculture, industry, public health, solid waste collection companies, and resource recovery industries. Associate Members shall be appointed by the

Director to represent the waste management interests of other state agencies. The term of each Member's appointment shall be determined by the Director.

An alternate, representing the affiliate organization of an appointed Member, may be designated to exercise the same rights as the regular Member, but must be known by the Chairperson and Ecology in advance of the substitution. The alternate's appointment shall satisfy the regular Member's term. The alternate retains all rights and responsibilities of an appointed Member.

#### ARTICLE 5 – ABSENCES, REMOVAL, VACANCIES

1. Vacancies occurring as a result of expiration-of-term, resignation, or other change in a Member's circumstances, shall be filled in the manner for making regular appointments to the SWAC.
2. The Committee may, by majority vote, recommend to the Director removal of an appointed Member upon such grounds as inefficiency, neglect of duty, or absences from two (2) convened meetings occurring within a twelve-month period.

#### ARTICLE 6 – MEETINGS

1. Meetings will be held, as called by Ecology and the SWAC officers, for the purpose of conducting business and taking formal action. Agendas will be distributed and proceedings of each meeting will be recorded and published in the form of a Meeting Summary, for the SWAC's subsequent approval and adoption.
2. All SWAC meetings are open to the public.
3. The Committee shall hold at least one meeting in each quarter of the year, unless cancelled by Ecology and the SWAC officers, for lack of pertinent business or for other good cause.

#### ARTICLE 7 – OFFICERS

1. The officers of the SWAC shall consist of a Chairperson and a Vice-Chairperson, elected from the Members of the Committee. In lieu of a Secretary, Ecology shall assign an employee to the position.
2. The election of officers shall take place during the first meeting in July. In the event a July meeting is not held, election of officers will occur at the next SWAC meeting.
3. The term of office for each officer shall run until the next subsequent election; provided, however, that any officer may be removed at any time by a vote of the majority of the Committee.
4. In the event of a SWAC officer vacancy—whether due to a vote, a resignation, or a termination of SWAC membership—the vacancy will be

filled by a Member selected by the majority vote of those SWAC Members participating in the next subsequent SWAC meeting. The newly-elected officer shall retain the position until the next regular election (July).

#### ARTICLE 8 – DUTIES OF OFFICERS

The officers provide leadership in bringing the SWAC Members' concerns and questions, and issues and recommendations, to Ecology. To facilitate this process, the SWAC officers and Ecology shall collaborate to develop the agenda for each SWAC meeting.

**Chairperson** – The Chairperson shall preside over the meetings of the SWAC and may exercise all powers usually incident to the office—including presenting the SWAC's views to appropriate persons—retaining as a member of the Committee, however, full right to have a vote recorded on all Committee deliberations.

**Vice-Chairperson** – In the Chairperson's absence, the Vice-Chairperson shall preside as acting Chairperson for the SWAC meeting. If both the Chairperson and the Vice-Chairperson are absent, Ecology shall designate a SWAC Member as acting Chairperson for the meeting.

**Secretary** – The Secretary, an Ecology employee assigned to the position, shall record all meetings of the SWAC and those records shall remain public property. The Secretary shall also perform such other ministerial functions relating to the position of SWAC Secretary as necessary.

#### ARTICLE 9 – QUORUM

Ten (10) Members of the SWAC shall constitute a quorum for the transaction of business. In the event of a SWAC Membership vacancy (or vacancies) a quorum shall be a simple majority of the total number of regular SWAC Members—provided, however, the majority totals not less than six (6) Members.

#### ARTICLE 10 – COMMITTEE ACTIONS

Any action taken by a majority of those present at any called SWAC meeting—provided a quorum of the SWAC is present—shall be deemed an action of the Committee. SWAC Members shall not hold themselves out to the media as representing Ecology or the SWAC.

#### ARTICLE 11 – PROCEDURE FOR CONDUCTING BUSINESS

The Chairperson may use the following procedure for any agenda item requiring the SWAC's decision or action:

1. Presentation of proposed regulations, a policy, projects, or state plan.

2. General discussion – SWAC Members' inquiries, clarification, and Ecology's responses and/or direction. Public comment will be solicited at identified points in the agenda.
3. Motion and second, as appropriate.
4. Discussion of motion.
5. Voice vote. A roll-call vote may be taken by request of any Member.

#### ARTICLE 12 – AGENDA

The regular order of business for SWAC meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Adopt previous Meeting Summary
4. Old Business
5. New Business
6. Other Agency Reports
7. Communications
8. SWAC Member Comments
9. Ecology Staff Comments
10. Public Comment
11. Adjournment

The order of the agenda may be changed at the Chairperson's discretion, with the Committee's concurrence.

#### ARTICLE 13 – RULES OF ORDER

Parliamentary procedures during SWAC meetings shall be conducted under the current edition of Robert's Rules of Order, unless specifically provided otherwise in these Rules of Procedure.

#### ARTICLE 14 – AMENDMENT

These Rules of Procedure may be amended by the affirmative vote of a simple majority of the entire SWAC Membership, during the course of a regular meeting—provided, however, that the amendment was proposed at a prior meeting.

PASSED AND ADOPTED by the statewide Solid Waste Advisory Committee on the 18<sup>th</sup> day of September, 1996. Amended by majority vote of the Members, this 17<sup>th</sup> day of September, 2002.

/s/ Jeff Kelly-Clark  
Chairperson

/s/ Brent J. Scriver  
Vice-Chairperson